

Dear Parent/Carer

7th October 2019

This term parent/pupil interviews will take place on Wednesday, 6th November and Wednesday, 13th November. We hope that this will give you and your child a variety of times to meet with us to discuss how they have settled into their classes and their progress so far this year.

Wednesday, 6th November between 3.40pm and 6pm
Wednesday, 13th November between 3:40pm and 6pm

Your child will need to be with you for these interviews. Wherever possible we will try to co-ordinate appointments for siblings in other classes that are close together.

Appointments are 10 minutes each and are specifically to discuss the targets from their last report and your child's targets for future learning. These targets will be discussed with you at the interview. Action to achieve these targets will then be planned together.

If there are matters which you would like to discuss without your child being present, or if there are areas needing discussion which is greater than the allotted 10 minutes, then a further appointment will be made at a mutually convenient time. It is important to keep to time, especially for those parents who have later appointments. We hope you will help us to achieve this.

Please fill in the attached appointment slip and return it to your Class Teacher by **Thursday, 17th October**.

We will then return the slip on **Wednesday, 2nd November**, with an appointment date and time for you. **Please check with your child for this return slip.** If you cannot attend a parent/pupil interview please see your child's class teacher to arrange an alternative time.

We look forward to meeting you all very soon.

Kind Regards

Fiona Pearce
Headteacher

PARENT / PUPIL / TEACHER INTERVIEWS: Autumn Term 2019

Name of child:.....Class:.....

(Please complete separate forms for each child and hand to each Class Teachers.)

Please tick to indicate your preferred date and time for your interview: If you can manage more than one session time please tick. This will help us greatly - thank you.

Wednesday, 6th November	3.40pm - 4.30pm	4.30pm - 5.30pm	Specific Time Required
	5.30pm - 6pm		

Wednesday, 13th November	3:40pm – 4.30pm	4.30pm - 5.30pm	Specific Time Required
	5.30pm – 6pm		

Signed: (Parent / Carer)

Date:

My child has siblings in Orchard Vale:-

..... Name Class

..... Name Class

..... Name Class

Please return by Thursday, 17th October, so that we can organise your appointment time.

You will be notified of your appointment time on Wednesday, 30th October